



# Student Activities Office

Loma Linda University  
Drayson Center, Room 1105  
OFFICE: (909) 558-4979  
FAX: (909) 558-0314

## Activity Request Form

- STEP ONE: Complete this form for any activity except regular scheduled organization meetings.
- STEP TWO: Return, or FAX, to the Student Activities Office no later than fourteen (14) days before the requested activity.

Name of organization: \_\_\_\_\_

On-campus mailing address: \_\_\_\_\_

### ACTIVITY INFORMATION

Name of activity: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Starting time: \_\_\_\_\_ A.M./P.M. Ending time: \_\_\_\_\_ A.M./P.M.

Name of student in charge: \_\_\_\_\_ Info phone #: \_\_\_\_\_

Brief description of activity: \_\_\_\_\_

### ACTIVITY LOCATION

This form only approves the activity and does not reserve the location. Reserve the location with the appropriate office or department. For off-campus activities, include the complete street address and submit directions to the location with this form. For activities requiring the use of the Drayson Center, a Drayson Center reservation form must be submitted with this request. Contact the Student Activities Office to acquire a reservation form.

Location: \_\_\_\_\_

### PARTICIPANT INFORMATION

Who may participate?  Org. members only  School of \_\_\_\_\_  All of Loma Linda University

Sign up sheet: Y N If yes, spaces available: \_\_\_\_\_ Sign up deadline: \_\_\_\_\_

Activity admission charge: Student: \$ \_\_\_\_\_ Non-student: \$ \_\_\_\_\_ Member: \$ \_\_\_\_\_

Deposit account: \_\_\_\_\_ Charge on student account? Y N Pay at activity? Y N

### AUTHORIZATION SIGNATURES

\_\_\_\_\_  
Activity Coordinator Date

\_\_\_\_\_  
Organization President Date

\_\_\_\_\_  
Organization Advisor Date

\_\_\_\_\_  
Director for Student Activities Date

#### OFFICE USE ONLY

Date request received by SAO: \_\_\_\_\_

Activity ID Number: \_\_\_\_\_

Date of Action: \_\_\_\_\_

Date Debrief Form received: \_\_\_\_\_

Date SAO Evaluation received: \_\_\_\_\_